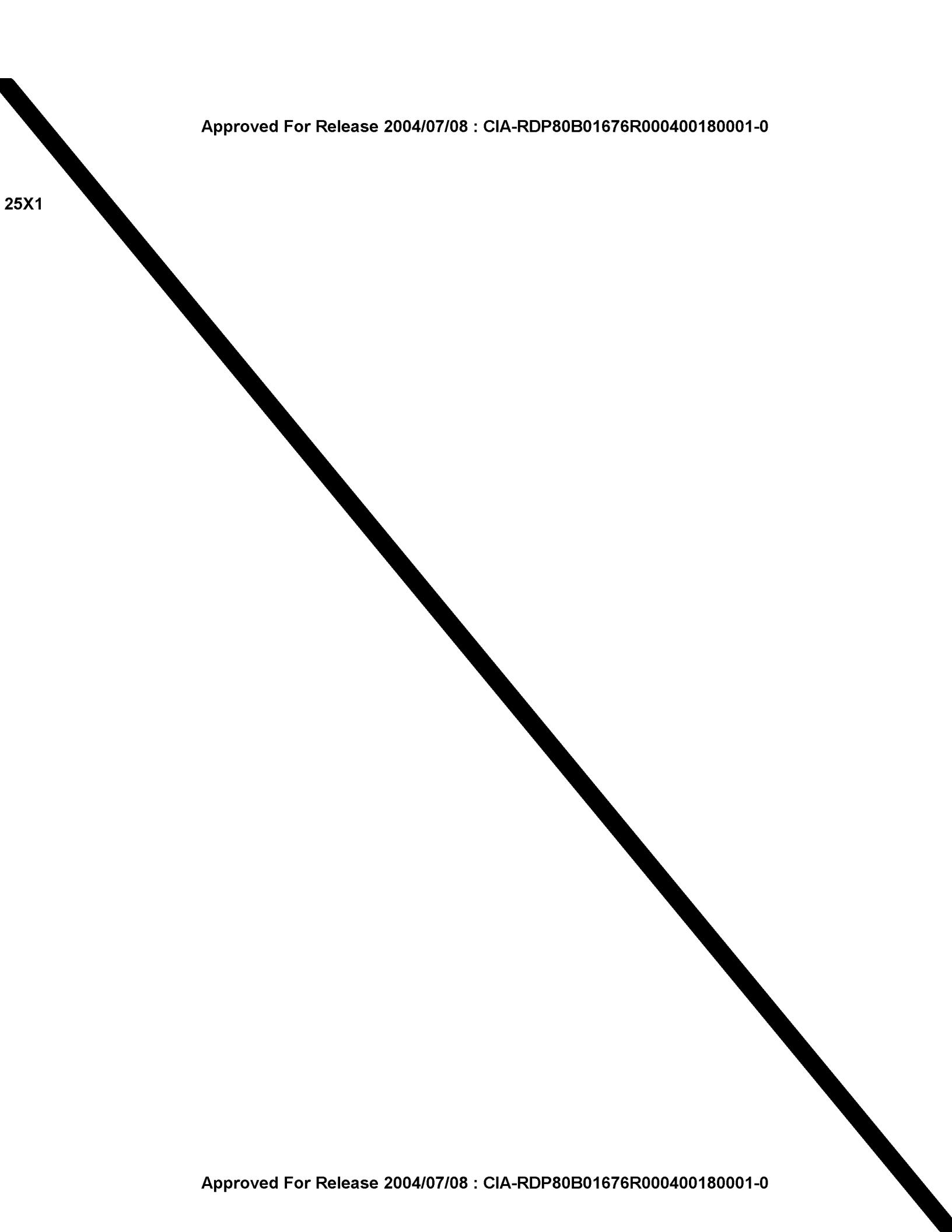


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THE WHITE HOUSE  
WASHINGTON

TOP SECRET

December 1, 1961

16

MEMORANDUM FOR

NSC REVIEW  
COMPLETED,  
10/31/03

The Secretary of State  
The Secretary of Defense  
The Director of Central Intelligence

The President desires that his daily intelligence report, which is entitled "The President's Intelligence Checklist," be made available on a daily basis to the Secretary of State and the Secretary of Defense. This report includes more than intelligence items and is considered by the President as a daily communication between the Director of Central Intelligence and the President's office. Consequently, it includes comments, notes, and suggestions which the Director of Central Intelligence makes to the President. This is desirable and should continue.

Because the usefulness of the Checklist might be diminished if this report were too widely circulated, the Director of Central Intelligence should arrange delivery so that the report is read by the two Secretaries only. In the event that an Acting Secretary of State or an Acting Secretary of Defense is performing the Secretaries' duties, the respective Acting Secretary will be furnished the report.

When the President is out of the city, the Checklist, minus the background documents, is transmitted by electrical means by the White House Army Signal Agency. When it is transmitted by this means, the Central Intelligence Agency should furnish a copy of the transmission directly to the Secretary of State and the Secretary of Defense, rather than through means of electrical communication.

TOP SECRET

TOP SECRET

- 2 -

For your information, in the White House, this report is handled usually by the Military Aide to the President and is available to Mr. McGeorge Bundy and General Maxwell D. Taylor. There is no fixed time during the day when the President reads the report. Its submission is worked into his schedule as the need arises. The report is returned to the Central Intelligence Agency on a regular basis.

The President's Checklist is a very closely held report in that it contains information of the most sensitive nature gathered from all sources available to the Government and for which very few individuals have the necessary clearances for all the types of information which it contains. Consequently, its handling must always meet these requirements.



C. V. CLIFTON  
Major General, USA

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